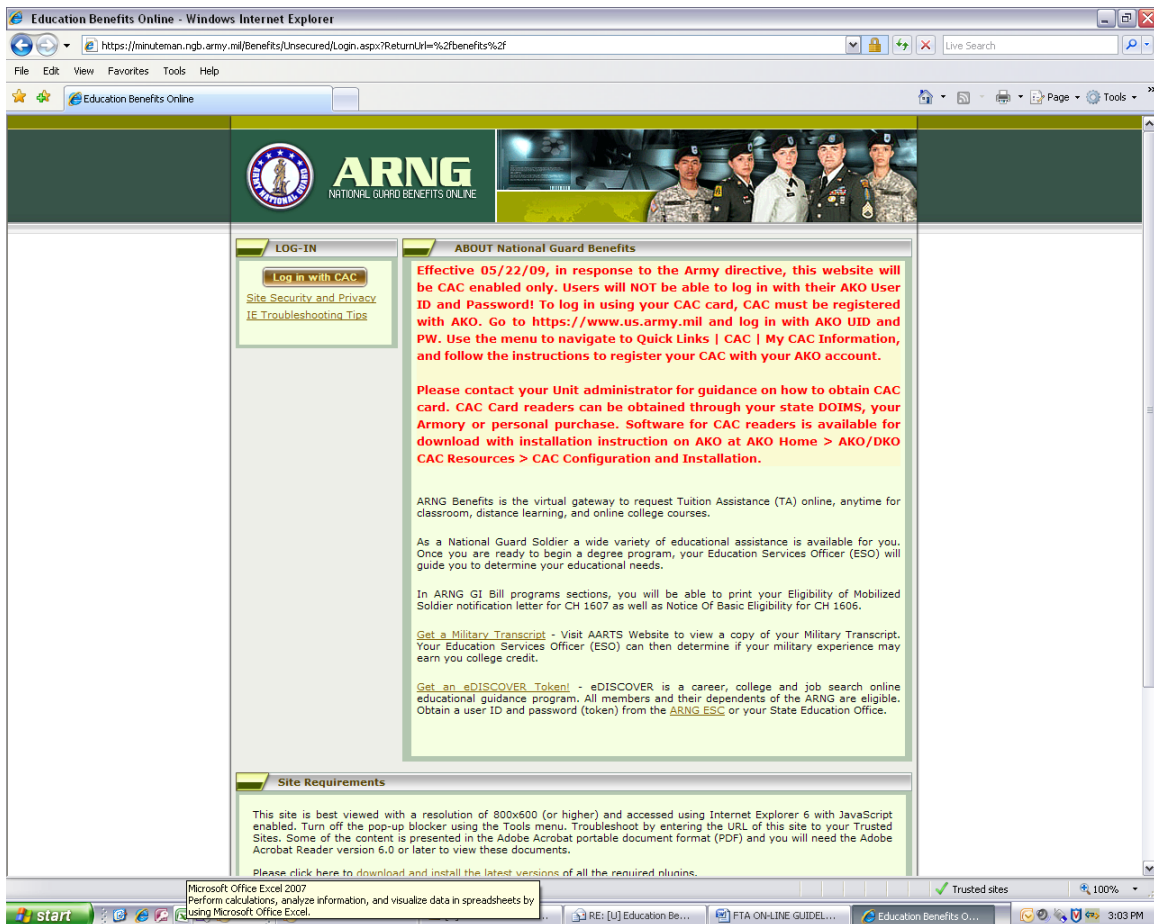


Applying for FTA Online:

1.) Connect to the website:

<https://minuteman.ngb.army.mil/benefits>

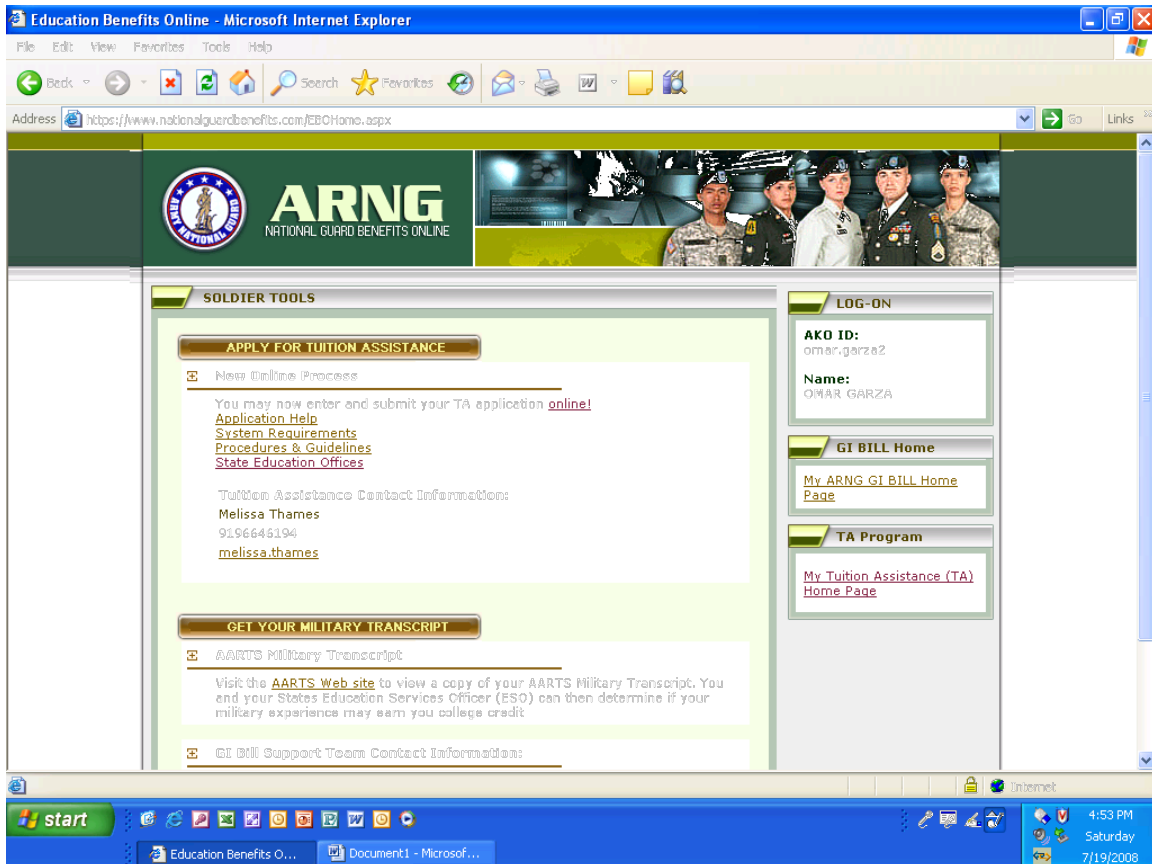
2.) Log-in using your CAC Card



3.) Click on **Log in with CAC**

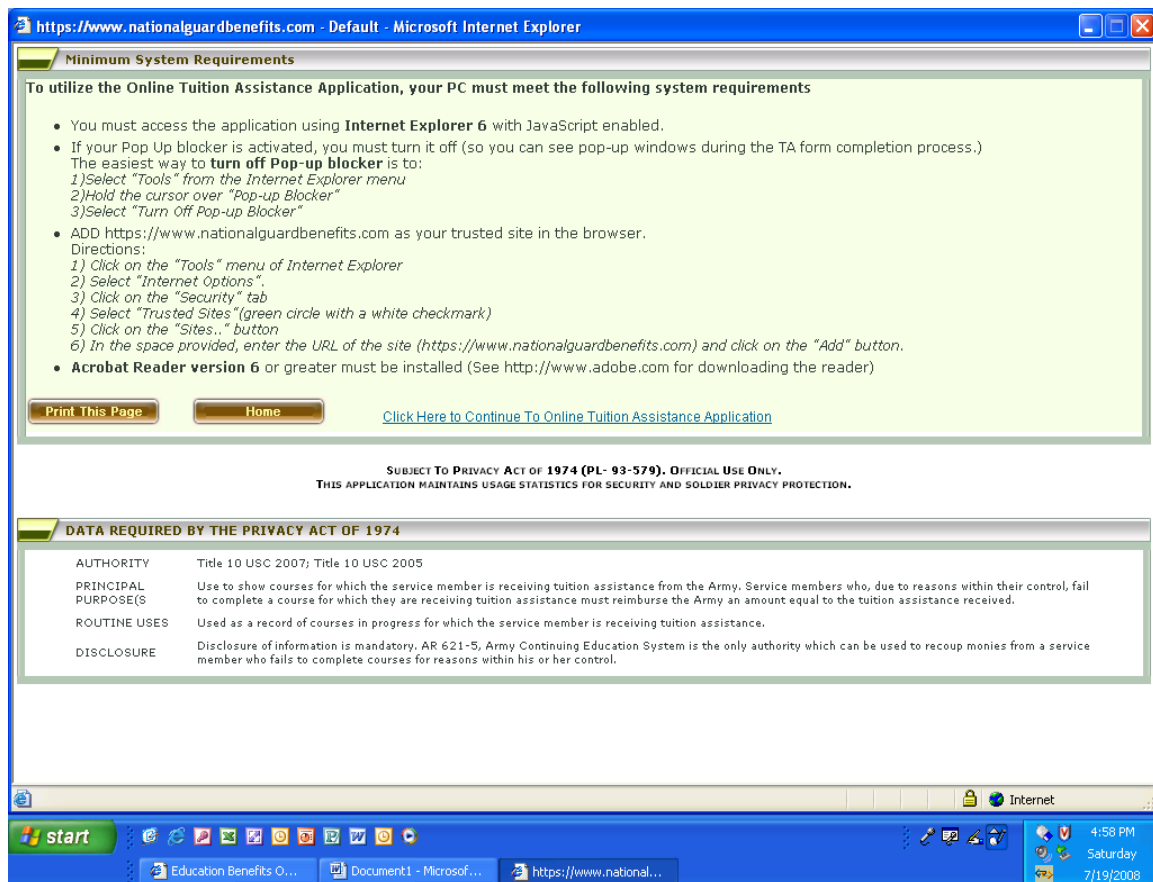
Continued.....

4.) Click on **APPLY FOR TUITION ASSISTANCE** on top of the page below



Continued.....

5.) Click on; [Click Here to Continue To Online Tuition Assistance Application](#) on the page below in the middle of the page



Continued.....

6.) Read and click on “Yes” to statements 1-14 on page below for the “Statement of Understanding Agreements”

[View Statement of Understanding](#)
Statement of Understanding Agreements

1. I am aware that I may receive up to \$4,500 dollars per fiscal year at a rate of \$250 (semester) 167 (quarter) and 16.66 (clock) credit. ARNG FTA does not cover a course rendering continuing education units (CEUs). ☐ YES ☒ NO
2. I understand that ARNG FTA is available to active drilling Guard members on a first come/first serve basis. I understand it is not a guaranteed benefit and is only available based on federal funding. ☐ YES ☒ NO
3. I understand that ARNG FTA funding is used for course work related to high school, certificates/licenses, Associates, Bachelors, Masters/first professional degrees only. ☐ YES ☒ NO
4. I understand and agree to reimburse or suffer "recoupment" action for tuition paid if I withdraw, fail, or do not complete a FTA funded course (except for reasons beyond my control as determined by the State Education Service Officer (ESO) or National Guard Bureau). Additional courses will not be authorized for FTA funding when the grades for previous coursework have not been submitted and received by the ESO. ☐ YES ☒ NO
5. All officers who accept FTA and check yes on this SOU Agreement affirm their agreement to the Active Duty Service Obligation (ADSO) or Reserve Duty Service Obligation (RDSO) requirements, whichever applies, as stipulated in this paragraph. All Active Duty officers and commissioned warrant officers (including ARNG AGR officers) receiving FTA agree to complete at least a two years of additional Active Duty service commencing upon the ending date of the last class for which FTA was received. All Selected Reserve officers and commissioned warrant officers receiving FTA agree to complete at least four years of additional Selected Reserve Duty service commencing upon the ending date of the last class for which FTA was received. Enlisted Soldiers, warrant officers, and TPU warrant officers (without commissions) must have sufficient time remaining in their term of service to complete the class/s, including Distance Learning courses, for which FTA was received before their ETS unless involuntarily separated. ☐ YES ☒ NO
6. I understand that ARNG FTA is not a guaranteed benefit, and that I must be a satisfactory participant to remain eligible for this program. ☐ YES ☒ NO
7. I understand that if I decide not to use tuition assistance or if I make any changes to the application, I must notify my state's ARNG Education Service Office. ☐ YES ☒ NO
8. I understand that ARNG FTA must be applied by ARNG Education Office guidelines or no later than thirty days after the start of the class for which I am seeking funding if no State guidelines exist. (See State FTA Manager for your state's guidelines) ☐ YES ☒ NO
9. I understand that if grades or completion notification from my school is not submitted to the education office within 60 days of originally scheduled course completion date, my account will be locked and ARNG FTA privileges will be suspended until all grades or notifications are received and updated. ☐ YES ☒ NO
10. I understand that by completing a FTA application I am consenting to the release of financial information and grades from my school to my State Education Services Office. I also understand that it is my primary responsibility to submit grades. ☐ YES ☒ NO
11. I understand that I must be a participating member of ARNG at time of course start date and remain a participating member through the course end date. ☐ YES ☒ NO
12. I understand that I must maintain a cumulative Grade Point Average (GPA) of 2.0 or higher after completing 15 SHs ☐ YES ☒ NO

7.) When answering “Yes” to all 14 statements, click on “Continue”

Continued.....

8.) Follow instructions for “Step 1” and fill in all the needed data on page below for “CONTACT INFORMATION”

The screenshot shows a web browser window with the URL <https://www.nationalguardbenefits.com>. The page title is "Federal Tuition Assistance Online Application Request". The user's FTA Manager is Melissa Thames, 9196646194, with email melissa.thames. The page has a navigation bar with icons for CONTACT, SCHOOL, COURSE, REVIEW, and TECH SUPPORT. The main content area is titled "CONTACT INFORMATION" and "Step 1 - Enter Contact Information". It contains instructions for submitting the application and a form with the following fields:

- Name:** SSN: 878704170, Full Name: SARZA OMAR
- Personnel Information:** Rank: OGT, Unit: 1PAAA, 504TH MP COMPANY, Unit State: NC, MOS/AOC: 42A, ETS/MRD: 20180707 (YYYYMMDD), PEBD: 09202022 (YYYYMMDD)
- Contact Information:** Street Address (REQUIRED): 432 HAZENTOWN ROAD LOT 11, Daytime Phone (REQUIRED):, AKA Email: sarza.omar2@us.army.mil, City (REQUIRED): NEWPORT, Nighttime Phone:, State (REQUIRED): North Carolina, Cell Phone:, Zip (REQUIRED): 28570, Fax:

At the bottom of the form are two buttons: "Next Step -->" and "Save and Exit". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 5:26 PM Saturday 7/19/2008.

9.) When finished, click on “Next Step” below the page

Continued.....

10.) Follow instructions for “Step 2” and fill in all the needed data on page below for “SCHOOL INFORMATION”

The screenshot shows a web browser window with the URL <https://www.nationalguardbenefits.com> and the title "School Information - Microsoft Internet Explorer". The page is titled "Federal Tuition Assistance Online Application Request". At the top, it identifies the FTA Manager as Melissa Thames, 9196646194, with a link to melissa.thames. A navigation bar includes links for CONTACT, SCHOOL, COURSE, REVIEW, and TECH SUPPORT. On the right, there are fields for Total Cost, FTA (Estimate), and Cost To You, all showing 0. The main content area is titled "Step 2 – Enter School, Degree, & Course Information". It contains a list of instructions: 1. School name, degree, and course(s) begin and end date must be completed (below). 2. Click the link "Select School" or "Change School" (below) to locate and select your choice. A note states: "NOTE: Federal Tuition Assistance is for schools that are accredited by a regional or national accrediting association recognized by the U.S. Department of Education. If your school is accredited but doesn't appear on the list, please contact your FTA Manager (listed above left) and request that the school be added." 3. Select a "Goal", "Goal Program", and "Goal Category" (if not already populated). 4. Enter the "COURSE BEGIN DATE" and "COURSE END DATE". A note states: "NOTE: Only one Begin Date and one End Date indicate the period of time this TA request covers." 5. When complete, click "Next Step". Below the instructions are two sections: "Required School Information" with a "Select School" button and fields for School Name, Address 1, Address 2, City, State, and Zip; and "Required Degree & Course Information" with dropdown menus for Goal (REQUIRED), Goal Program (REQUIRED), and Goal Category (REQUIRED), and a date field for Course Begin Date (REQUIRED). A note at the bottom of this section states: "Online Requests for Federal Tuition Assistance must be submitted not later than the course begin date. Contact your FTA Manager if the course began prior to today and you feel you are still eligible for FTA." The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 5:41 PM on Saturday, 7/19/2008.

11.) When finished, click on “Next Step” and fill in your desired schedule and classes for “Step 3”

12.) When finished, click on the “Save and Exit” button

13.) Next, review your FTA form and hit the “Submit” button and your application will go straight to the ESO (Education Services Office) in Raleigh for approval or disapproval. If approved, the ESO will send an Awards Letter within 4 to 6 weeks to your AKO account and to your school to initiate payment. If disapproved, the

ESO will send a denial letter to your AKO account explaining your deficiencies and corrective action. Make corrections and resubmit.

Continued.....

14.) Remember, you **MUST** now apply for both the FTA and the NC TAP together after every semester. However, you will only get one Awards Letter. Contact your unit or Retention NCO for the NC TAP form. Fill in and sign Section I, your unit fills in Section II, then email or fax it to the school to fill in Section III. Upon return of your NC TAP form, you can mail, fax, or email it to the ESO the same day you submit your On-Line FTA application.

Don't do one without the other!!!. You may risk disapproval of funds. (Email or fax NC TAP form to SGT Jennifer Fackrell below)

- a. FTA - \$4,500.00 per year - (Reimbursement available)
- b. NC TAP - \$5,396.00 per year - (Reimbursement available)
- c. Neither pays for books at this time (Utilize your GI Bill)
- d. You must submit a "Degree Plan" which is a document that states the degree you are seeking and the courses required for completion of such degree. Contact the VA Rep at your school to assist you in this process. Please verify your name is written on the "Degree Plan" then email your "Degree Plan" to; nceso@ng.army.mil or fax to 919-664-6520.

e. Don't forget to submit your grades upon completion of your courses to the Education Services Office in Raleigh.

f. **Reimbursement** – Members will be reimbursed only if their application was approved by ESO in Raleigh. Funds will be made payable only to schools within 2 to 4 weeks after receipt of their Awards Letter if they accept credit card payments. If not, an EFT payment will be made to the school within 4 to 8 weeks. The school will then reimburse members that made "out of pocket" payments due to the school not accepting the Awards Letter as a sure payment from ESO in Raleigh. Some schools accept the Awards Letter as if a payment was indeed going to be made. Some schools don't. That's when you may need to make an "out of pocket" payment. If that's the case, the school will reimburse you when they receive their funds from Raleigh. To try to prevent any "out of pocket" expenses, have your NC TAP and FTA application

submitted to ESO within 30 to 90 days before school starts. Check with the school to see if they have received your Awards Letter. If not, send them a copy so they could start the payment process.

Continued.....

15.) The FTA and NC TAP programs can be utilized by any rank for the following programs;

- a. HS diploma / GED
- b. Associates degree / Bachelor's degree / Masters degree
- c. First Professional / Certificates / License-Certificates

16.) NC TAP form and FTA should be in Raleigh between 30 to 90 days before school starts. Resubmit both after every semester.

17.) Remember, you must have 2 years left on your contract at the end of your classes to utilize NC TAP. You're allowed to extend to meet deadline.

18.) Your school courses must be completed before your ETS in order to utilize FTA. You're allowed to extend to meet deadline.

19.) The POCs for the Education Office in Raleigh are as follows;

- a. NCOIC – SSG Keith Warzon
- b. FTA – SPC Eric Burgos
- c. GI Bill – SPC Thomas Parker
- d. NC TAP—Mrs. Stacy Steinmetz
- e. Admin—Mrs. Rebecca Newby
- f. Phone—919-664-6272
- g. Fax NC TAP form to: 919-664-6250 (Call to ensure they received it)
- f. Or Email NC TAP form to: nceso@ng.army.mil
- g. Or mail NC TAP form to: JFHQNC-RRC-ESO
4105 Reedy Creek Road
Raleigh, NC 27607-6410



FROM YOUR RECRUITING & RETENTION COMMAND:

To all new Basic and AIT Soldiers:

The members in your unit join me in extending “Congratulations” on your recent accomplishment. This has taken talent, hard work, dedication and effort on your part. Be proud, stand tall, always look forward and never forget the freedom you’re fighting for. Your great career is within reach. Go for it!!! And make us proud!!! If I can assist you in any future endeavor, please feel free to contact me. HOOAH!!!

To all new Inter-State Transfers and Prior Service Soldiers:

We would like to extend to you a hardy “WELCOME” to the North Carolina Army National Guard. Whether you are coming from Active Duty or a different state, we are glad and proud to have you as a member of our TEAM. Our unit has a long and proud history of serving its country and state. We are the future of the Army National Guard and together, we are writing its next chapter. With your help, we can, and we will, be successful. HOOAH!!!